

## Standard Operating Guidelines

### EMERGENCY RECALL

Guideline # 130.05

Date: 1/08 R

#### 5.01 PURPOSE

To provide policy and guidelines for recalling off-duty personnel during emergency operations.

#### 5.02 POLICY

- A. All fire department personnel are subject to emergency Recall.
- B. Whenever it is determined by a District 3 Incident Commander that an emergency will soon exceed or has already exceeded the capabilities of the entire on-duty fire suppression force, said Incident Commander shall be able to obtain additional fire suppression resources by recalling off-duty personnel.
- C. Requests to recall off-duty personnel shall be made by an Incident Commander or District 3 Chief Officer through Dispatch.
- D. Personnel contacted to report for duty during an emergency recall who are ill, under the influence of medication, to such an extent that their judgment and/or coordination is impaired, shall not participate in the emergency recall. Personnel under the influence of alcohol shall not participate in the emergency recall. The Officer-In-Charge, or other person conducting the recall shall be advised by the member of his/her inability to return to duty.

#### 5.03 RESPONSIBILITY

- A. An Incident Commander or Chief Officer is responsible for requesting the emergency recall of off-duty personnel.
- B. The Chief or Dispatch is responsible for contacting off-duty personnel.

#### 5.04 PROCEDURE

Upon a request for off-duty personnel to be recalled, the following procedure will be activated.

- A. The Chief or dispatch will contact each firefighter.
- B. Recalled firefighters will report to Station 55-1 unless otherwise directed during recall. When assembled contact the Officer in charge for further instructions.
- C. Those personnel living in or close to the Township should be called first before considering those living farther away.
- D. Personnel contacted must report for duty, unless affected by Section 5.02d.
- E. A list of all personnel's current home and work telephone numbers will be maintained in County Dispatch.

## 5.05 RECORDING OF TIME FOR OFF-DUTY PERSONNEL

- A. The recalled employees are responsible for signing in and out in the appropriate location for payroll purposes.
- B. The officer in charge will prepare a list of recalled personnel and the times they reported on and off duty. This list is to be given to the District Chief for his/her use in preparing overtime papers. Recalled personnel shall be compensated from time of recall until released.

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Approved:

Date:

Chief:

Date:

Chief

